

Child Nutrition Weekly Update



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June 11, 2012

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2012-2013 Child Nutrition Agreement Renewal Process and Timelines

The following information and attached documents were released in a Special Edition of the Child Nutrition Weekly Update on Friday, June 1, 2012. Please contact your regional consultant if you did not receive it.

As many of you already know the Agreement Renewal Component of the Child Nutrition Technology System (CNTS) is now active for the 2012 – 2013 School Year. When you open the CNTS, you will see a new look for the coming year. The CNTS has been updated to simplify many of the agreement renewal and program management processes.

The deadline for completing the Agreement Renewal Process is July 16 OR two weeks before the first day of school in order to be approved before the first meal service. (Please note: If your SFA operates year round schools, please contact Karla Wheeler for further instructions regarding the time line for completing the application process; Karla may be reached at (919) 807-3518.)

The following documents are required to complete the renewal process and are attached for your convenience. These documents are also being posted to the Child Nutrition Services Website as you receive this message. Please remember that the Free and Reduced Price Policy Statement must be available at every approved school, site or institution within the SFA.

- Instructions for completing the 2012 – 2013 Child Nutrition Online Application Renewal (quick guide to navigating the newly updated CNTS)
- Link to a pre-recorded training session that provides a tutorial for completing the Online Application Renewal that you may watch at your convenience; the link may be found at:

<https://www1.gotomeeting.com/register/188333433>

- Agreement, Free and Reduced Price Policy Statement, Signature Pages and Local Wellness Policy Responsibility Document for **Traditional Public Schools** (changes for the coming year are highlighted)
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information and Local Wellness Policy Responsibility Document for **Charter Schools** (changes for the coming year are highlighted)
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information, and Local Wellness Policy Responsibility Document for **Non-Public Schools** (changes for the coming year are highlighted)
- Agreement, Free and Reduced Price Policy Statement, Signature Pages including Contact Information and Local Wellness Policy Responsibility Document for **Residential Child Care Institutions** (changes for the coming year are highlighted)
- Application Renewal "To Do" List (do not submit; for SFA individual use only)

With the exception of the signature page, you may attach these documents to the SFA/Site applications using the new "attachments feature" in the online checklist. Three **(3)** original copies of the Agreement Renewal Signature Page (all three copies must be signed in blue ink by all parties) must be sent via US mail to:

North Carolina Department of Public Instruction
Child Nutrition Services Section
6324 Mail Service Center
Raleigh, NC 27699-6324
Attention: Karla Wheeler

If you need assistance adding new sites or deleting existing sites, please notify Karla Wheeler who may be reached at karla.wheeler@dpi.nc.gov or (919) 807-3518 and/or Jacquelyn McGowan who may be reached at Jacquelyn.McGowan@dpi.nc.gov or (919) 807-3595 for assistance.

 = 1 agr todo lst.doc

 = 2 online app inst.doc

 = 3 traditional agr.doc

 = 4 charter agr.doc

 = 5 nonpublic agr.doc

 = 6 rcci.agr.doc

2012-13 Menu Templates Now Available

The 2012-13 Menu Templates are now available from the N.C. Nutrition Education and Training (NET) Program. They can be accessed from the N.C. Division of Public Health, Nutrition Services Branch website

under Resources for Schools. From the URL below, scroll down to Menu Templates.

www.nutritionnc.com/ResourcesForSchools/index.htm

Please note the following:

- The 2012-13 Menu Templates were designed in two formats - Elementary and Middle/High. The content for the Elementary School Menus is aimed at families and the content for the Middle/High School Menus is aimed at Middle/High School students.
- The Menus and Newsletters run from August 2012-July 2013. July 2012 is available under the 2011-12 Menu Templates and Newsletters.
- MS Publisher was used in the design to allow for customization by local Child Nutrition programs.

The 2011-12 Menu Templates have been updated and are also available under Resources for Schools.

Please do not hesitate to contact Tracey Bates, N.C. NET Program Coordinator, at tracey.bates@dhhs.nc.gov or 919.707.5782 with any questions regarding the resources for schools.

Serve Up a Healthier You – Updated Resources

Serve Up a Healthier You resources have recently been updated to reflect changes in the Dietary Guidelines, MyPlate and Local Wellness Policy requirements.

Serve Up a Healthier You, from the North Carolina Nutrition Education and Training (NET) Program, is a staff wellness toolkit tailored for Child Nutrition professionals in North Carolina offering resources and strategies for eating smart, moving more and living healthy.

Child Nutrition professionals play a vital role in school wellness and have an opportunity to set a healthy example for students, other school staff, and families. Effective employee wellness programs offer direct and indirect benefits, including promotion of a healthy work environment and support of staff in taking steps to protect or improve their health.

Serve Up a Healthier You toolkit resources can be accessed from the N.C. Division of Public Health, Nutrition Services Branch website under Resources for Schools.

<http://www.nutritionnc.com/ResourcesForSchools/index.htm>.

We want to hear from you...

- If staff wellness activities are implemented utilizing the *Serve Up a Healthier You* resources, please contact the N.C. NET Program to request Employee Wellness Evaluation forms before the end of this school year. The N.C. NET Program will send you enough forms for your staff to complete the evaluation. The completed evaluations will be mailed back to the N.C. NET Program, which will scan and analyze them and provide you with a summary report.
- Please send information about your Child Nutrition staff wellness activities and achievements to the

N.C. NET Program using the success story template.

For evaluation forms, success stories or questions, please contact Tracey Bates, N.C. NET Program Coordinator, at tracey.bates@dhhs.nc.gov or 919.707.5782.

Making the Connection Bulletin Board Toolkit Updated

The *Making the Connection Bulletin Board Toolkit*, developed by the N.C. Nutrition Education and Training (NET) Program, has recently been updated to reflect changes in the Dietary Guidelines and MyPlate.

Toolkit Contents:

- Power Point that can be used for training
- How-To Guide for Bulletin Boards
- Bulletin boards to support the messages of the Food for Thought curriculum and Making the Connection Smart Strategies
 - The bulletin boards are 3' x 4' and available in both PDF and MS Publisher format.
 - The bulletin boards are designed to be interactive and include flaps and pockets for nutrition education activities and materials. The flaps and pockets (attachments) are available as separate files.

The toolkit can be accessed from the N.C. Division of Public Health, Nutrition Services Branch website under Resources for Schools. <http://www.nutritionnc.com/ResourcesForSchools/index.htm>.

For questions regarding the resources for schools, please contact Tracey Bates, N.C. NET Program Coordinator, at tracey.bates@dhhs.nc.gov or 919.707.5782.

What's New on the Web?

Production Records & Menu Planning Templates

The Production Records for Daily Meal Production have been redesigned to accommodate the new Meal Pattern requirements and the new Menu Planning Templates have been added to the website as well. To access these new documents please visit: <http://childnutrition.ncpublicschools.gov/front-page/information-resources/menu-planning-production> .

Should you have questions or need assistance with these new documents please contact your SMI consultant.

USDA Policy Memos

The USDA Policy Memo page has been updated and is accessible at: <http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/usda-policy-memos/2012>

Weekly Q&A – Production Record Software Approval

QUESTION

If I use USDA approved software which includes a production record module, may I use that production record form?

ANSWER

Yes, but the form must have Production Record Variance Approval via your SMI Consultant for lunch records and your Regional Program Consultant for breakfast records.

The new 12-13 SY NC Production Record prototype templates are on the CN website at:

<http://childnutrition.ncpublicschools.gov/information-resources/menu-planning-production/menu-planning-production/meal-production-records> .

The production record variance you choose to use must include all of the data captured on the NC template and must be submitted and approved before the agreement renewal process can be completed for the 12-13 SY.

Should you have additional questions please contact your SMI consultant.

Mark Your Calendar

June 20-22 NC School Nutrition Association Conference (Greensboro, NC)

July 4 July 4th Holiday Observed (State Offices Closed)

July 10 Monthly Claim for Reimbursement Due

July 15-18 SNA Annual National Conference (Denver, CO)

July 16 Deadline for Submission of 2012-13 Agreement Renewal
**or 2 weeks prior to the first day of school*

July 20 Meal Participation Data Report Due

August 10 Monthly Claim for Reimbursement due

Webinars

June 26 (by invitation only) Fresh Fruit & Vegetable Program Training – Part I

June 27 (by invitation only) Fresh Fruit & Vegetable Program Training – Part II

July 9 Determining Eligibility Training

July 10 Child Nutrition Food Production Record Training

July 19Determining Eligibility Training

August 7 (by invitation only) Fresh Fruit & Vegetable Program Training – Part I

August 8 (by invitation only) Fresh Fruit & Vegetable Program Training – Part II

August 14..... (by invitation only) Fresh Fruit & Vegetable Program Training – Part I

August 15..... (by invitation only) Fresh Fruit & Vegetable Program Training – Part II

**** REMEMBER** – Anytime the 10th falls on a weekend the actual due date for the claim for reimbursement is the next business day which is usually Monday. In the event that the following Monday is a holiday then the due date moves to the next business day. With that said, the CN Technology system is programmed to flag any reimbursement submitted after the 10th with the “10 day” error message (Error Code 1401). The NCDPI Child Nutrition section and the Claims section are fully aware of this and the Claims department will automatically override that error message for any claims submitted in this time period. **NOTE:** This also applies to the Fresh Fruit and Vegetable Program for which the claim for reimbursement is due on the 15th of each month.

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